



RICHMOND POLICE DEPARTMENT GENERAL ORDER

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Series 7	Number 20	Effective Date 01/18/11	Review Date 2014
Subject CHILD ABUSE, NEGLECT OR ABANDONMENT		☐ New Order	
References VA Code 16.1-228, 18.2-371.1, 63.2-1508, 63.2-1509, 63.2-1517 VLEPSC OPR .04.03b CALEA 41.1.2, 42.2.1a, 44.2.2b G.O. 7-4, Rape and Sexual Assault		☒ Replaces G.O. 7-20 (11/28/06) E.O. 08-21 (11/13/08)	
 _____ Chief of Police or Designee		1/18/11 _____ Date	

I. PURPOSE

The purpose of this directive is to establish the policy and procedure for the investigation of complaints concerning abuse, neglect or abandonment of juveniles. This directive consists of the duties and responsibilities for all members of the Department.

II. POLICY

It is the policy of the City of Richmond that all cases of child abuse, child neglect or abandonment of children are investigated by the Department of Social Services - Child Protective Services. *This will include citizen complaints of child abuse, child neglect or child abandonment when the responding officer is unable to locate the victim(s).* The Richmond Police Department will assist Child Protective Services, when necessary, and will conduct a joint investigation of cases that come under the jurisdiction of the Commonwealth's Attorney.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. DEFINITIONS

CHILD ABUSE - Injuries, neglect or abandonment of a child less than 18 years of age, including sex offenses, caused by any person(s) responsible for his/her care.

V. PROCEDURE

- A. Whenever an officer receives a call to investigate a juvenile problem and the investigation reveals a suspected or actual case of child abuse, neglect or abandonment, the officer will:
1. During normal working hours, Monday thru Friday, 0800 – **1630**, contact Child Protective Services - Department of Social Services, at 646-0438.
 2. On weekdays after **1630** hours or on weekends, *officers will utilize Second Responders on-call throughout the Department.*
- B. Duties of the Officer at the Scene:
1. Provide necessary first aid to the victim;
 2. Contact the Youth and Family Crimes Team if a felony offense is suspected;

NOTE: A Youth and Family Crimes Team detective *shall* be notified of every suspected case of child abuse or neglect. The detective's *response shall be* based upon the facts and circumstances involved in the incident;
 3. Protect the crime scene;
 4. Notify and await the arrival of the Child Protective Services Unit, and, in serious cases, the arrival of the Youth and Family Crimes Team Detective, and assist in the investigation.
 5. Compile an Incident-Based Report *for reported child abuse and notify the Child Protection Hotline, CPS or Second Responders of the complaint when a report of child abuse, child neglect or child abandonment is received but he/she is unable to make contact with the victim*, and,
 6. If directed by his/her supervisor, perform the Youth and Family Crimes Team detective duties.
- C. Duties of the Youth and Family Crimes Team Detective:
1. Process the crime scene even if there are no visible injuries;
 2. Interview any witnesses;
 3. Recover all evidence that came into contact with the suspect or victim;
 4. Photograph the victim even if there are no visible injuries;
 5. Document any/all injuries and bruises sustained by the victim;
 6. Assess the victim's ability to communicate and *document* on the IBR;

7. Contact the Division of Emergency Communications (DEC) to obtain a copy of the 911 tape if the complaint was reported by telephone;
8. If necessary, arrange for the victim's guardian/custodian to sign the Medical Authorization Form at the scene **or** hospital; and,
9. When a sex offense is perpetrated against a juvenile, the procedures outlined in G.O. 7-4, Rape and Sexual Assault, shall be followed.

D. Special Information:

1. Any doctor, child protective services worker or police officer has the authority to take a juvenile into protective custody for a period not to exceed 72 hours. Except for good cause, such as holidays, that individual (any doctor, child protective services worker or police officer) must appear at the Juvenile Court the next available day. (VA Code §63.2-1517)
2. Police officers are mandatory reporters under state law. In addition to any criminal investigation conducted, the officer must also report abuse or neglect to one of the telephone numbers provided in Sections V.A.1 or V.A.2 of this order. Failure to do so constitutes a criminal offense punishable under VA Code §63.2-1509.
3. ***Officers shall complete an Incident-Based Report (IBR) for reported child abuse and notify the Child Protection Hotline, CPS or Second Responders of the complaint when a report of child abuse, child neglect or child abandonment is received but he/she is unable to make contact with the victim.***
4. Officers will use his/her discretion in determining whether to notify DEC to request the assistance of Second Responders and Childsavers.

VI. FORMS

IBR and any supplemental IBR forms